

**Appendix A**  
**Office of the CIO**  
**Designated Positions, Duties and Categories**  
**(See Appendix B for Category Details)**

<b>Position</b>	<b>Duties</b>	<b>Category</b>
<b>Chief Information Officer (CIO)</b>	Manages the Office of the CIO and Assists the Assistant Chief Operating Officer in the assessment and administration of Citywide technology services. Directs Information Technology and Communications Divisions. Has overall responsibility for purchases of supplies and services for IT Division. Participates on selection panels which determine who will be awarded contracts for Citywide IT purchases and/or services.	1
<b>Information Technology Deputy Director</b>	Manages and administers the IT Division. Has overall responsibility for purchases of supplies and services for the IT Division. Participates on selection panels which determine who will be awarded contracts for Citywide IT purchases and/or services.	2
<b>Program / Project Manager / Coordinator</b>	Directs work programs, coordinates projects, and provides assistance and staff to management, committees and task forces. Participates on selection panels which determine who will be awarded contracts for Citywide IT purchases and/or services.	3
<b>Information Systems Manager</b>	Manages the Central Infrastructure Support Organization (CISO) that provides Help Desk, desktop support, file storage, network printing, messaging, and directory services to the City. Is responsible for both customer support and the complex distributed infrastructure required for service delivery. The position will be negotiating service levels, establishing metrics, and developing and implementing policies and procedures while addressing daily operational issues. Participates on selection panels which determine who will be awarded contracts for Citywide IT purchases and/or services.	3
<b>Supervising Management Analyst</b>	Supervises professional staff; coordinates Citywide data processing needs with City staff and the data processing corporation. Participates on selection panels which determine who will be awarded contracts for Citywide IT purchases and/or services.	3
<b>Information Systems Analyst IV</b>	Supervises professional and technical staff, serves as Citywide representative and IT Project Manager on complex projects involving distributed Internet/Intranet systems and/or various desktop systems. Manages outside vendors and ensures timely enterprise-wide technical solutions. Develops IT policies and procedures related to Internet/Intranet, configuration management, and customer support. Participates on selection panels which determine who will be awarded contracts for Citywide IT purchases and/or services.	3

<b>Information Systems Analyst III</b>	Coordinates shared City data systems and standardization of programs; analyzes and recommends hardware and software standards and other data systems needs as assigned. Participates on selection panels which determine who will be awarded contracts for Citywide IT purchases and or services.	3
<b>Senior Management Analyst</b>	Analyzes technology needs; recommends and approves specifications for major purchases of computer hardware and software programs.	3
<b>Consultants</b>	Refer to the Disclosure Category section (Exhibit B) for Consultants.	4

**Appendix B**  
**OFFICE OF THE CIO**  
**DISCLOSURE CATEGORIES**  
**(See Appendix A for Cross-References)**

**Category I**

Investments and business positions in any business entity either located in or doing business with the City, or in a technology related field.

Income and gifts from sources.

Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.

**Category 2**

Investments and business positions in any business entity located in or doing business with the City.

Income and gifts from sources located in or doing business with the City.

Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.

**Category 3**

Investments and business positions in a firm or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.

Income and gifts from any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.

**Category 4**

**Consultants:**

Consultants shall be included in the list of designated employees for the Office of the CIO and shall disclose pursuant to the broadest category in the code subject to the following limitation:

The Mayor, Chief Operating Officer, Deputy Chief Operating Officers, Department Directors, Deputy Directors, City Treasurer, Purchasing Agent, Program or Project Managers, or Supervisors may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written

determination shall include a description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.